CTAA
Connecticut Alternate Assessment

Smarter Balanced
Assessment Consortium

CMT/CAPT
SCIENCE

STUDENT ASSESSMENT NEWS
Archived Student Assessment News
June 10, 2015

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CMT and CAPT Science: Student Demographic Data Verification Re-opens June 10, 2015

The 2015 CMT and CAPT Science Student Demographic Data Verification (SDDV) system **will be re-opened at 12:00 p.m. today, Wednesday, June 10**. Changes made by District Test Coordinators (DTCs) prior to the site being shut down have been preserved in SDDV. All demographic data corrections must be completed by **11:00 p.m. on Tuesday, June 16** when the SDDV system will be closed. E-mail Jeff Greig (jeff.greig@ct.gov) with questions about the SDDV review.

The SDDV system allows DTCs to check and make changes to demographic data for students who took the 2015 CMT and CAPT Science. District Test Coordinators also have the opportunity to verify students' test status (i.e., valid score, absent, left blank). The 2015 CMT and CAPT Student Demographic Data Verification Review document provides guidelines for this review process. As a reminder, DTCs are responsible for reviewing data for students who attended the district's schools and students who were outplaced (i.e., Approved Private Special Education Programs, Judicial Juvenile Residential Service Facilities, and districtwide special education programs) during the science testing window (March 2 - 27, 2015).

Smarter Balanced Test Window Closes Friday, June 12, 2015

Considerations about Testing Students as the Test Window Closes

- All Grade 3 – 8 and 11 students listed in TIDE should **complete Smarter Balanced testing by Friday, June 12, 2015**.
- Students who enroll from outside the Connecticut public schools after June 1, 2015, are not required to be administered the Smarter Balanced assessments. These students will not be uploaded into TIDE.
- Each content area (ELA/Math) assessment is comprised of two tests, a computer adaptive test (CAT) and a performance task (PT). Students must log into both, the CAT and PT for the student to count as a participant for a content area.
- Students must complete at least one item on each test (CAT and PT) for a score to be generated in the content area.
- Access the Online Reporting System (ORS) in TIDE to monitor test completion.
- Expired tests will be automatically submitted for scoring on June 12, 2015. Please note that if a student responds to all the items, does not submit the test and then the test expires, the test will be submitted for scoring before the end of the testing window and have a test status of "reported." Care should be taken in identifying students who may need extra time on tests before the test is expired and then reported. If a student did not complete a reported test, an appeal may be submitted to re-open the test.
- Students who are identified as EL Exempt in TIDE will still appear in ORS as not tested. This identification will override the ELA tests.
- Students who were administered the CTAA/NCSC assessment should not appear in TIDE. If a student was administered the alternate assessment and appears in TIDE, a Learner Characteristics Inventory **must** be submitted on the Accommodations Data Entry Web site as qualifying for the CTAA/NCSC by June 12, 2015, to be removed from TIDE.
- Districts should submit appeals by **12:00 p.m.** on Thursday, June 11. All appeals entered by **12:00 p.m.** on Thursday will be processed by 3 p.m.

Smarter Balanced Test Information Distribution Engine and Public School Information System

The demographic data for Smarter Balanced testing is being populated from data in the Public School Information System (PSIS). The Connecticut State Department of Education (CSDE) refreshes the student-level data in the Test Information Distribution Engine (TIDE) daily by syncing the data between TIDE and the PSIS Registration Module.

CSDE
CONNECTICUT STATE
DEPARTMENT OF EDUCATION

STUDENT ASSESSMENT NEWS
June 10, 2015

All changes to student enrollment and demographic information must be made directly in PSIS. Changes made in PSIS may take up to 24 hours to appear in TIDE. Any changes to a student's status at the time of testing should be made in the PSIS Registration Module. The PSIS Registration Module includes new fields for Special Education, English Learner, and Economically Disadvantaged Status. **These fields should reflect a student's status at the time of testing**. The CSDE copied the status for those fields from the January 2015 collection of PSIS into the student's registration record. These fields should be verified in the PSIS Registration Module to reflect the student's status at the time of testing.

If the student did not have a change to these statuses between the January 2015 collection and at the time of testing, these fields in PSIS Registration do not need to be updated. However, **these statuses need to be identified for students who**:

- enrolled in the district after January 12, 2015; OR
- changed enrollment from a non-tested grade to a tested grade after January 12, 2015; OR
- had a status change at the time of testing.
  > *Example: A student was identified as receiving special education services in the January 2015 collection, but was no longer receiving special education services in March 2015. In this example, you will need to change the Special Education status to "no" in Registration.*

The grade in PSIS should always reflect the grade in which the student is being educated.

Districts must make changes on the Registration Module to reflect the student's status at the time of testing by 5 p.m. on June 12, 2015. There is no "SDDV" process for Smarter Balanced assessments since data is being managed in the PSIS Registration Module.

Test Security Incident Log Secure Upload Instructions
As noted previously in the *Student Assessment News*, districts should provide their Test Security Incident Log to the CSDE. All test security incidents should have been documented in the Test Security Incident Log. Information on how to provide this log will be provided in a *Student Assessment News* later this week.

REMINDERS:
Information on Connecticut State Department of Education Assessment Results Release
Page 1 of the memorandum sent by Commissioner Dr. Dianna R. Wentzell contains information about Data Collection and Reporting Updates/Reminders. This memorandum outlines specific dates for the release of test results.

Checking Student Completion Rates Using the TIDE Online Reporting System
District Test Coordinators should use the TIDE Online Reporting System (ORS) to verify that students have completed the four components of the Smarter Balanced summative assessments (Math CAT, Math PT, ELA CAT, and ELA PT). All Smarter Balanced testing must be completed by June 12, 2015. To generate participation reports, log into the TIDE ORS and click on the "Plan and Manage Testing" button. Reports will show which students have not started their first opportunity of testing. To generate this specific report, users should select the following (see screen capture below):

1. Smarter Summative, and
2. 2014-2015 administration, and
3. All Tests and All Grades (or specific ones if needed), and
4. "students who **have not started a 1st** opportunity in the selected administration."

Plan and Manage Testing

Step 1: Choose What   **Step 2: Choose Who**

Test   [Smarter Summative ▼]   District   [Select District ▼]
Administration [2014-2015 ▼]
Test Name   [All ▼]
Enrolled Grade [All ▼]
Filter By: [ALL ▼]

Step 3: Get Specific

○ students who [have not ▼] [started ▼] [1st ▼] opportunity in the selected administration

○ students whose current opportunity will expire in [   ] days.

○ students on their [1st ▼] opportunity in the selected administration, and have a status of [any ▼]

○ students whose most recent [SessionID ▼] was [SessionID (optional)]   between [05/01/2015]

and [05/01/2015]

   Note: If no TA or Session ID is specified, date range cannot exceed 15 days

Currently, Grade 2 students are included in the participation reports for the summative Computer Adaptive Tests (CATs). This programming error will be corrected. Also, all Grade 9, 10, and 12 students were loaded into TIDE. DTCs may need to filter students so that only Grade 11 students appear on the spreadsheet. It would be only in unique situations where Grade 9, 10, and/or 12 students would be participating in the Grade 11 test. See the Additional Participation Considerations for Smarter Balanced Testing for more information.

Medical Exemption Update

Some students may not be able to start or complete the Smarter Balanced assessment due to a medical issue. A student cannot be considered Medically Exempt until the end of the testing window, which is June 12, 2015. Medical exemptions must be approved by the CSDE. Contact Joe Amenta at 860-713-6855 or Janet Stuck at 860-713-6837 for information about applying for a medical exemption for a student.

The medical exemption setting is available on the "View Student Details" window in TIDE in the NonParticipation Code section. **This setting should only be selected by CSDE staff.**

As a reminder, students in school or receiving educational services cannot be considered for a medical exemption even if they have a doctor's note. If a student completed any parts of testing, they would not qualify for a medical exemption.

TIDE Test Setting for English Learner (EL) Exemption

Some English learners (EL) may be eligible for an exemption from the Smarter Balanced English language arts (ELA)/literacy assessment. For a student to qualify as EL Exempt, the following two conditions must apply:
1. The student is identified as EL and enrolled for the first time in a U.S. school after:
    - March 17, 2014 – Grades 3 - 8;
    - April 27, 2014 – Grade 11 or
2. The student was administered an appropriate language proficiency assessment.

All students who were identified as EL Exempt from the Smarter Balanced English language arts/literacy test sessions in the Accommodations Data Collection Web site as of April 29, had the EL exempt status indication transferred to TIDE. DTCs may want to confirm (as well as indicate or modify) the status of these students in TIDE. Only District

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Administrator (DA) or District Coordinator (DC) TIDE user accounts can indicate or modify this EL exempt status by opening the "View Student Details" window and selecting EL Exempt on the NonParticipation Code section.

These students are still required to participate in the Smarter Balanced Mathematics (CAT and PT) assessment.

Documentation of Security Incidents: Use of Test Security Incident Log and Appeals System

School Coordinators (SC) and District Test Coordinators (DC) should ensure that all test security incidents are documented in the Test Security Incident Log. Prior to the test administration, SCs or DCs are responsible for providing Teacher (TEs)/Test Administrators (TAs) with the Test Security Incident Log located at http://CT.portal.airast.org. It is recommended that DCs/SCs download the template and pre-populate the District ID and School ID fields. TEs/TAs must log incidents immediately upon identification and submit them, via e-mail or alternate district protocol, to their SCs/ DCs. District staff should establish a process that includes how frequently these logs should be submitted and communicate this preference to their staff. The description of each column header is included in the template. In addition to logging all test security incidents in the Test Security Incident Log, incidents requiring specific actions to be taken regarding the test itself are to be escalated via the Appeals module of TIDE. Districts will be asked to provide their Test Security Incident Log to the CSDE at the end of testing.

Smarter Balanced Appeals Information

For incidents that result in a need to reset, re-open, allow a grace period extension, restore, or invalidate individual student tests, the CSDE must approve the appeal in TIDE. The CSDE approvals and denials will, in most cases, be processed within 24 hours. In most instances, an appeal will be submitted to address a test security breach or irregularity. In some cases, an appeal may be submitted to address incidents that are not security related, such as re-opening an assessment for a student who became ill and is unable to resume testing because the test has expired.

Please provide detailed information about the appeal in the "Reason" box when creating it in TIDE so that the appeal may be processed quickly. The chart below provides a description and examples of each type of appeal.

Type of Appeal	Description	Examples

RESET	Resetting a student's test removes that test from the system and enables the student to start a new test.	• A student is caught cheating or posting images of test items/stimuli on the Internet.
		• An adult engaged in inappropriate actions that violate test security.
		• The CSDE may reset a test if any of the following test settings need to be changed because they were incorrectly set while the student was testing (please include the name of the test setting in the "Reason" box).
		   ○ *American Sign Language (for mathematics and ELA listening)*
		   ○ *Braille*
		   ○ *Closed captioning (for ELA listening stimuli)*
		   ○ *Streamlined interface*
		   ○ *Spanish Translation—stacked (for mathematics tests only). Note: Stacked translations are automatically provided when the selected language is Spanish*
		   ○ *Translation—glossary (for mathematics tests only)*
		   ○ *Text-to-speech as an accommodation (e.g., for ELA reading passages in Grades 6–8 or 11)*
		   ○ Any non-embedded accommodation(s)
		NOTE: The student's parent/guardian should be contacted prior to submitting an appeal for a test reset because of a test setting issue. The parent/guardian has the option to allow the test to stand. If the test stands, the change in test settings provided to the student should be documented in a Test Security Incident Log and the CSDE Accommodations Data Entry Web site.

Type of Appeal	Description	Examples
RE-OPEN	Re-opening a test allows a student to access a test that was submitted in error or has expired. If an **expired** test is re-opened, the test will re-open at the location at which the student stopped the assessment. The student will be able to review items within the current segment of the assessment but cannot return to previous segments.	• A student is unable to complete a test due to a technological difficulty that results in the expiration of the test. • A student is unable to complete the test before it expires (45 days for a CAT and 10 days for a PT) due to an extended absence or school closure. • A student unintentionally submits a test before he or she has completed it—for example, a student submits the ELA PT before completing Part 2.
RESTORE	Restoring a test returns a test from the Reset status to its prior status. This action can only be performed on tests that have been reset.	• CSDE may only restore a test if it was inadvertently or inappropriately reset.
GRACE PERIOD EXTENSION	A Grace Period Extension allows the student to review previously answered questions upon logging back into the test after expiration of the pause rule.	The CSDE may grant a Grace Period Extension to re-open a test if: • Sudden loss of Internet access prevents a student from completing a test. • A school event or evacuation takes place, such as a fire drill, interrupting the test administration. • An unforeseen event that requires a student to access all parts of the test.
INVALIDATE	Invalidating a student's test eliminates the test. *The test will not be scored*.	The CSDE may invalidate a test if: • There is a test security breach that is discovered after the close of the testing window.

Please consider the following when requesting Appeals:
- Tests will expire after 10 calendars (PT) and 45 calendar days (CAT).
- If an accommodation/designated support needs to be adjusted in TIDE, it is best to wait 24 hours before administering the test so the accommodation/designated support is engaged in the Test Delivery System.
- A test that is re-opened following an expiration will remain open for 10 calendar days from the date it is re-opened.

For more information, see Section 7.0 of the [Test Administration Manual](#).

Additional Participation Considerations for Smarter Balanced Testing

reminder

A new resource, [Additional Participation Considerations for Smarter Balanced Testing](#), is posted on the CT Portal as an addendum to the Online Summative Test Coordinator Manual, Section 4.1. The document provides additional guidance for districts and outlines testing policy for special student circumstances.

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